



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER : FINCN/03-016KRH

OPENING DATE : 03/13/2003

CLOSING DATE : 04/04/2003

POSITION : Senior Regulatory Compliance Program Specialist

SERIES AND GRADE : GS-0301-14 (FPL: 14)

NUMBER OF VACANCIES : One or more

SALARY RANGE : \$80,690 - \$104,900 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Regulatory Programs

DUTY STATION : Washington, D.C.

APPLICATIONS WILL
BE ACCEPTED FROM : Present and former Federal employees with
competitive status within the Washington DC
commuting area.

SUMMARY OF DUTIES: This position is in either the Depository Institutions/Securities Program or the MSB/Casino/IRS program element of the Financial Crimes Enforcement Network's (FinCEN) Office of Regulatory Programs (ORP). The principle purpose of this position is to participate in or lead *ad hoc* teams in the development, implementation and administration of FinCEN's regulatory programs to carry out the purposes of the record-keeping, reporting and anti-money laundering provisions of the Bank Secrecy Act (BSA), through interpretative materials and regulatory guidance. The incumbent will develop and administer BSA regulatory training and educational materials; will respond to difficult or precedent setting inquiries on BSA matters; and, will provide program support on issues relating to depository institutions, securities, or money services businesses. The incumbent will evaluate the effectiveness of the BSA and identify the need for changes in regulations, rulings, and policies affecting industries regulated by BSA. The incumbent will brief higher-level managers and industry groups on compliance with federal regulations; make public presentations to groups such as trade associations; and, explain program goals and objectives to subordinate team members and other employees.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1. Knowledge of the requirements of the BSA and implementing regulations. (Applicant **MUST** provide information on projects where knowledge of the BSA was instrumental to the project's success.)

2. Knowledge of the operations of depository institutions, securities, or money services businesses, and the regulatory framework within which it operates. (Applicant **MUST** describe specific operational and regulatory responsibilities that demonstrate knowledge of the operations of the industry and the regulations with which they must comply.)
3. Knowledge of how regulatory compliance and/or enforcement programs are administered. (Applicant **MUST** describe specific experience in program development that involved compliance requirements.)
4. Skill interpreting legislation, regulations, and administrative rulings. (Applicant **MUST** provide information on a project that required interpretation of legislation, regulations, and administrative rulings.)
5. Ability to analyze, apply judgment, make decisions, and handle responsibilities.
6. Ability to communicate effectively in writing.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Tax Record Check: Selectee is subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as annual income tax filing record check

Statement of Employment and Financial Interests is Required.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be paid.

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume. To receive full consideration for this position, employees should address the evaluation criteria on plain bond paper, and submit a copy of their most recent performance appraisal.

All other applicants **MUST** submit a copy of the OF-612 "Optional Application for Federal Employment" or resume, **AND** provide a copy of their most recent SF-50 "Notification of Personnel Action" or equivalent proof of current or prior competitive status. **To receive full consideration for this position, applicants should address the evaluation criteria on plain bond paper and submit a copy of their most recent performance appraisal.**

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log onto www.usajobs.opm.gov/OF612.htm.

SUBMIT APPLICATION MATERIALS TO:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/03-016KRH
P.O. Box 39
Vienna, VA 22183-0039**

For additional information, please call: Wanda Haynes (703) 905-3503. TDD (703) 905-3839.

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

FinCEN offers flexible work schedules, a comprehensive leave program, financial assistance to employees who use public transportation commuting to work, and reimbursement for approved training. All employees are assigned individual state-of-the-art computers. The office is located in a modern commercial building in Northwest Washington, DC. FinCEN also offers attractive health, life, and long-term care insurance programs, plus, offers newer employees a three tier retirement plan that includes a retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.